

Attorney Comprehensive WCAIS Survival Guide

WCAIS DASHBOARD:

- Alerts
- Correspondence
 - Using the Show Recent Correspondence Button
 - Using the Search Correspondences Link
- Additional Dashboard Items
 - Customizing the WCAIS Dashboard
 - Adding the My Disputes grid to View the Instructions from the Judge
- Quick Links
 - WCOA Dashboard Link
 - Upcoming Briefs Grid
 - WCOA Petitions / Answers Grid
 - WCOA Requests Grid
 - Judge Communication Grid
 - WCAB Dashboard Link
 - Upcoming Briefs Grid
 - WCAB Requests Grid
 - Records Request Dashboard Link
 - Submitting a Request for Bureau Records
 - File WCOA Petition Link
 - Judges' Procedural Questionnaires Link

ENHANCED SEARCH FROM THE DASHBOARD

CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

- Customer Service Center Home
 - Questions Repository
 - Process Guides & Simulations
 - Previously Recorded Trainings
- I need help on this screen...
- Submit a Question
- Printable WC Forms
- Contact Us

**WCAIS IS THE OFFICIAL
LEGAL RECORD.**

WCAIS DASHBOARD

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These elements always appear on the Dashboard by default:

1. Alerts grid
2. Correspondence button & link
3. Quick Links section
4. Additional Dashboard Items dropdown

Dashboard

The screenshot displays the Attorney Comprehensive WCAIS Dashboard. It features a header section with the title 'Dashboard'. Below the header, the dashboard is organized into several sections. On the left, there is an 'Alerts' section (callout 1) which contains a table with columns 'Date' and 'Alerts'. Below the table, it states 'No Data Found'. Underneath the 'Alerts' section is a 'Correspondence' section (callout 2) which includes a green button labeled 'Show Recent Correspondence' and a link labeled 'Search Correspondences'. On the right side of the dashboard, there is a 'Quick Links' section (callout 3) which lists several links: 'WCOA Dashboard' (marked with a red 'NEW' tag), 'WCAB Dashboard' (marked with a red 'NEW' tag), 'Records Request Online', 'File a WCOA Petition', and 'Judges' Procedural Questionnaires'. Below the 'Quick Links' section is an 'Additional Dashboard Items' section (callout 4) which includes a dropdown menu currently set to 'My Claims' and a green button labeled 'Add Item'.

1. Alerts:

Date	Alerts
No Data Found	

2. Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

3. Quick Links

- [WCOA Dashboard](#) **NEW**
- [WCAB Dashboard](#) **NEW**
- [Records Request Online](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

4. Additional Dashboard Items:

My Claims

Add Item

WCAIS Dashboard:

Alerts

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The Alerts grid is where the user will see messages posted from WCOA, WCAB, and BWC.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) ***NEW***

[WCAB Dashboard](#) ***NEW***

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims

Add Item

ENHANCEMENT ALERT! The September 2020 WCAIS enhancement to the WCAIS Dashboard alerts grid includes:

1. Add “Date” and “Program Area” columns to the Alerts grid.
2. Alerts display the most recent (by date and time) on top.
3. Display alerts in collapsible panels based on Program Areas (BWC, WCOA, WCAB and General).
4. When the user logs in, the panels will be closed by default.
 - a. Once the user selects a panel, it will be opened.
 - b. Once the user selects the panel again, it will be closed.
5. Each panel will display a total number of alerts in panel header.
6. When a new alert is added after the user’s last login, the panel the new alert is in will open by default until they log out.
7. New alerts will be displayed in red until the user logs out.

WCAIS Dashboard:

Correspondence

There are two ways to search Correspondence:

- The **Show Recent Correspondence** button
- The **Search Correspondences** link

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims

▼

Add Item

Using the Show Recent Correspondence Button

To fully access the correspondence grid, select the **Show Recent Correspondence** button.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims

Add Item

The 5 most recent Correspondences appear. To view more than the 5 most recent Correspondences, click the link to the next page.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Refresh

View Status	Document Type	Case #	Date Sent
	Claim Petition	_____	2/18/2020
	Appeal Acknowledgement Letter	_____	2/14/2020
	Exhibit Proof of Service	DSP-_____-1	2/13/2020
	Brief Proof of Service	DSP-_____-1	2/13/2020
	Request Proof of Service	DSP-_____-1	2/13/2020

12345678910...

[Search Correspondences](#)

The **Show Recent Correspondence** button then turns into a **Refresh** button. Click the **Refresh** button periodically to reload new correspondences.






Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Refresh

View Status	Document Type	Case #	Date Sent
	Claim Petition	_____	2/18/2020
	Appeal Acknowledgement Letter	_____	2/14/2020
	Exhibit Proof of Service	DSP- _____1	2/13/2020
	Brief Proof of Service	DSP- _____1	2/13/2020
	Request Proof of Service	DSP- _____1	2/13/2020

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[Search Correspondences](#)

Clicking the link in the **Document Type** column will download the Correspondence. Once downloaded, the closed envelope icon (unread) will change to an open envelope icon (read).






Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Refresh

View Status	Document Type	Case #	Date Sent
	Claim Petition	_____	2/18/2020
	Appeal Acknowledgement Letter	_____	2/14/2020
	Exhibit Proof of Service	DSP-_____-1	2/13/2020
	Brief Proof of Service	DSP-_____-1	2/13/2020
	Request Proof of Service	DSP-_____-1	2/13/2020

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[Search Correspondences](#)

The link in the **Case #** column will take the user to the General Information tab of the Dispute, Claim, Appeal, etc.






Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Refresh

View Status	Document Type	Case #	Date Sent
	Claim Petition	_____	2/18/2020
	Appeal Acknowledgement Letter	_____	2/14/2020
	Exhibit Proof of Service	DSP-_____ -1	2/13/2020
	Brief Proof of Service	DSP-_____ -1	2/13/2020
	Request Proof of Service	DSP-_____ -1	2/13/2020

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[Search Correspondences](#)

Using the Search Correspondences Link

To view the Correspondence grid that includes the Claimant's Name and to be able to filter Correspondence by Unread, click the **Search Correspondences** link.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

Search Correspondences

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims

Add Item

After clicking the **Search Correspondences** link, a more specific search can be performed by using date parameters.

Search Correspondences

Required fields are indicated by *:

Search Criteria:

Select a pre-formed date parameter or enter your own.

Date Selection Criteria: Last Month

Generated From*: 01/18/2020



To*: 02/18/2020



Show Unread Correspondences: ☐

Click Search

Search

Clear




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The search results will include the Claimant's name!

Search Result:

Maximum search results cannot exceed 500 records.

View Status	Document Type	Entity Number	Date Sent	Generated Date	Claim Number	Claimant/Employee Name	Defendant/Employer Name
	Claim Petition	CLAIM NUMBER -	2/18/2020	2/18/2020		DANIEL	TECHNOLOGIES INC
	Appeal Acknowledgement Letter	APPEAL CASE NUMBER	2/14/2020	2/14/2020		MARY	YARD WORK
	Exhibit Proof of Service	DISPUTE NUMBER -	2/13/2020	2/13/2020		TORRES	STONE COMPANY

Clicking the **Show Unread Correspondences** box only shows correspondence that has not yet been downloaded.

Search Correspondences

Required fields are indicated by *:

Search Criteria:

Date Selection Criteria:

Generated From*: To*:

Show Unread Correspondences: ☒

Search Result:

Maximum search results cannot exceed 500 records.

View Status	Document Type	Entity Number	Date Sent	Generated Date	Claim Number	Claimant/Employee Name	Defedent/Employer Name
	Claim Petition	CLAIM NUMBER -	2/18/2020	2/18/2020		DANIEL	TECHNOLOGIES INC
	Appeal Acknowledgement Letter	APPEAL CASE NUMBER	2/14/2020	2/14/2020		MARY	YARD WORK
	Brief Proof of Service	DISPUTE NUMBER -	2/13/2020	2/13/2020		TORRES	STONE COMPANY

WCAIS Dashboard:

Additional Dashboard Items

The **Additional Dashboard Items** section of the Main Dashboard allows the user to customize their WCAIS Dashboard.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Disputes ▼

Add Item

Customizing the WCAIS Dashboard

The user can add any or all of the following additional grid(s) to the WCAIS Dashboard:

- My Claims
- Upcoming Events
- My Appeals
- My WCAB Petitions
- My Med Fee Reviews
- My Disputes
- My Requests for Designation of a Physician to Perform an IRE
- My Utilization Reviews

Once added, the grid(s) will appear on the Dashboard by default until or unless they are removed.

From the **Additional Dashboard Items** dropdown, select the additional grid to add.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

Search Correspondences

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Dashboard](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims

My Claims

Upcoming Events

My Appeals

My WCAB Petitions

My Med Fee Reviews

My Disputes

My Requests for Designation of a Physician to Perform an IRE

My Utilization Reviews

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Click the **Add Item** button.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) ***NEW***

[WCAB Dashboard](#) ***NEW***

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Disputes

Add Item

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The screen will refresh to show the grid just added. The user may repeat the steps to add other additional grids.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

[Show Recent Correspondence](#)[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) **NEW**[WCAB Dashboard](#) **NEW**[Records Request Online](#)[File a WCOA Petition](#)[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

[Add Item](#)

NOTE: This dropdown defaults to "My Claims"

My Disputes:

Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
DSP-1	MARY	Minnich, Steven	In Litigation		View
DSP-1	KAREN	Santoro, Pamela	In Litigation		View
DSP-1	TORRES	Lawton, Charles	Briefs Overdue		View

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To remove the grid from the WCAIS Dashboard, click the **X Remove from Dashboard** link. The screen will refresh and the grid will no longer be visible.

My Disputes:					
Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
DSP-_____ -1	WILLIAM	Torrey, David	In Litigation		View
DSP-_____ -1	DANA	Minnich, Steven	In Litigation		View
DSP-_____ -1	DARLENE	Vonada, Robert	In Litigation		View
DSP-_____ -2	RAY	Ignasiak, Cheryl	In Litigation		View
DSP-_____ -4	GROVER	Lawton, Charles	In Litigation		View
<div>12345678910...</div>					
X Remove from Dashboard					

Adding the My Disputes grid to view
New Instructions from the Judge

From the **Additional Dashboard Items** dropdown, select **My Disputes**.

The screenshot displays the 'Dashboard' interface. On the left, there are sections for 'Alerts' (showing 'No Data Found') and 'Correspondence' (with a 'Show Recent Correspondence' button and a 'Search Correspondences' link). On the right, a 'Quick Links' sidebar contains links to 'WCOA Dashboard NEW', 'WCAB Dashboard NEW', 'Records Request Dashboard', 'File a WCOA Petition', and 'Judges' Procedural Questionnaires'. Below this is the 'Additional Dashboard Items' section, which features a dropdown menu. The dropdown menu is open, showing a list of options: 'My Claims', 'Upcoming Events', 'My Appeals', 'My WCAB Petitions', 'My Med Fee Reviews', 'My Disputes' (highlighted in blue), 'My Requests for Designation of a Physician to Perform an IRE', and 'My Utilization Reviews'. The 'My Disputes' option is the one to be selected according to the instructions.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

[Show Recent Correspondence](#)

[Search Correspondences](#)

Quick Links

- [WCOA Dashboard **NEW**](#)
- [WCAB Dashboard **NEW**](#)
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

- My Claims
- Upcoming Events
- My Appeals
- My WCAB Petitions
- My Med Fee Reviews
- My Disputes**
- My Requests for Designation of a Physician to Perform an IRE
- My Utilization Reviews

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Click the **Add Item** button.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Disputes ▼

Add Item

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The screen will refresh to show the **My Disputes** grid.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Online](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

My Disputes:

Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
DSP-1	MARY	Minnich, Steven	In Litigation		View
DSP-1	KAREN	Santoro, Pamela	In Litigation		View
DSP-1	TORRES	Lawton, Charles	Briefs Overdue		View

Additional Dashboard Items:

My Claims

Add Item

Anytime a Judge adds **Instructions from the Judge** in a dispute, the red **View** link will display in the **My Disputes** grid.

The grid automatically sorts itself to show Disputes with the **View** link at the top.

My Disputes:

Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
DSP-1		Lawton, Charles	Waiting For Decision		View
DSP-1		Minnich, Steven	In Litigation		View
DSP-1		Santoro, Pamela	In Litigation		View
DSP-1		Lawton, Charles	Waiting For Decision		View
DSP-1		Vonada, Robert	In Litigation		View

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X Remove from Dashboard

Clicking the **View** link takes the user to the **General Information** tab in the **Dispute Summary** where **Instructions from the Judge** are posted. Remember to scroll down to read all instructions.

The screenshot shows the 'Dispute Summary' page in the WCAIS system. The page has a header with the title 'Dispute Summary' and a '+Expand' link. Below the header, there are fields for 'WCAIS Claim #:', 'Claimant/Employee Name:', 'Defendant/Employer Name:', 'Claim Status: FROI', and 'Date of Injury:'. A 'View Claim Summary' link is present. Below this, there are fields for 'Dispute: DSP-', '-1', and 'Status: In Litigation'. A 'View Dispute Summary' link is also present. The 'General Information' tab is selected, showing a list of links on the left: 'Interested Parties & Associated Recipients', 'Petitions and Answers', 'Hearing Information', 'Mediation Information', and 'Exhibits'. The main content area shows 'Dispute Status: In Litigation' and 'Assigned Judge: Santoro, Pamela'. There is a checkbox for 'This is an Act 46 (firefighter cancer) claim'. The 'Instructions from the Judge' section is highlighted with a red box and contains two posts: 'Posted 3/4/19: **Note: The 3/20/19 Mediation is a TELEPHONE CONFERENCE CALL for counsel in follow-up to the previously held mediation. Judge McTiernan will initiate the call.' and 'Posted 1/15/19: **Note: Judge McTiernan requires Attorneys to upload the Mediation Statement into WCAIS at least two days prior to the 3/1/19 mediation through the Mediation Information tab to ensure confidentiality.' Red lines point from the text above to the highlighted section.

Dispute Summary [+Expand](#)

WCAIS Claim #: Claimant/Employee Name: Defendant/Employer Name:
Claim Status: **FROI** Date of Injury: [View Claim Summary](#)

Dispute: **DSP-** **-1** Status: **In Litigation** [View Dispute Summary](#)

General Information [View Dispute Business Event Log](#)

Listed below are basic details for the selected Dispute:

Dispute Status: **In Litigation**
Assigned Judge: [Santoro, Pamela](#)

☐ This is an Act 46 (firefighter cancer) claim

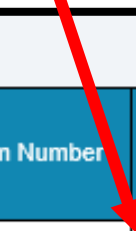
Instructions from the Judge:

Posted 3/4/19: **Note: The 3/20/19 Mediation is a TELEPHONE CONFERENCE CALL for counsel in follow-up to the previously held mediation. Judge McTiernan will initiate the call.

Posted 1/15/19: **Note: Judge McTiernan requires Attorneys to upload the Mediation Statement into WCAIS at least two days prior to the 3/1/19 mediation through the Mediation Information tab to ensure confidentiality.

[Interested Parties & Associated Recipients](#)
[Petitions and Answers](#)
[Hearing Information](#)
[Mediation Information](#)
[Exhibits](#)

Once the **View** link is clicked, it will disappear from the **My Disputes** grid until or unless new **Instructions from the Judge** are added.



My Disputes:					
Dispute Number	Claimant/Employee Name	Judge	Status	Claim Number	New Instructions from the Judge
DSP-1		Lawton, Charles	Waiting For Decision		View
DSP-1		Minnich, Steven	In Litigation		View
DSP-1		Santoro, Pamela	In Litigation		View
DSP-1		Lawton, Charles	Waiting For Decision		View
DSP-1		Vonada, Robert	In Litigation		View

12345678910...

[X Remove from Dashboard](#)

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ENHANCEMENT ALERT! September 2020 WCAIS release:

- **E-mail recipients will receive an e-mail when new Instructions from the Judge have been added.**



- **Instructions from the Judge will be added to the Business Dispute Event log.**

Business Events:			
Dispute Business Event	Dispute Business Details	User Name	Date
Instructions from the Judge	Instructions changed to Employer testimony to be presented at 7/18/20 hearing.	Beach, Audrey	Jun-19-2020
Instructions from the Judge	Instructions changed to NULL	Beach, Audrey	Jun-19-2020
Exhibit(s) Added	Deposition of Dr. OFFERED ON 04/28/2020	ESQ., BRENDA	Apr-28-2020
Dispute Status Manually Changed	Dispute Status manually changed from Closed to In Litigation starting 04/28/2020	San Angelo, Holly	Apr-28-2020
Decision Circulated	Decision Rendered	Beach, Audrey	Jul-01-2019

For more information on how to update your WCAIS profile to become an electronic recipient, click [here](#).

For more information on the Dispute Business Event Log, click [here](#).

WCAIS Dashboard:

Quick Links

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There are five links in the Quick Links section of the WCAIS Dashboard:

- WCOA Dashboard
- WCAB Dashboard
- Records Request Dashboard
- File a WCOA Petition
- Judges' Procedural Questionnaires

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

[Show Recent Correspondence](#)

[Search Correspondences](#)

Quick Links

- [WCOA Dashboard](#) **NEW**
- [WCAB Dashboard](#) **NEW**
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

[My Claims](#) ▼

[Add Item](#)

WCAIS Dashboard:

Quick Links

WCOA Dashboard Link

Anytime a brief schedule is set; a request, answer, or petition is filed; a Judge rules on a request; or a Judge sends a Judge Communication, a red **NEW** will appear next to the **WCOA Dashboard** link.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

- [WCOA Dashboard **NEW**](#)
- [WCAB Dashboard **NEW**](#)
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims ▼

Add Item

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Selecting the WCOA Dashboard link will take the user to the below screen:

WCOA Dashboard

Upcoming Briefs

Dispute Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
DSP-_____1	5/21/2019	Pending	TORRES	Stone Company

WCOA Petitions / Answers

Matter Number	Petition Number	Petition Type	Filed Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Status
DSP-_____1	PET-	Claim Petition (LIBC-362)	2/18/2020	EVAN	DANIEL	TECHNOLOGIES INC	Processed

WCOA Requests

Dispute Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Updated Date	Status
DSP-_____1	Miscellaneous Request	2/13/2020	EVAN	LAUB	SERVICE INC	2/13/2020	Approved

Judge Communication

<input type="checkbox"/>	8/12/2019	DSP-_____5	PATTI	Cicola, David	This dispute is in Waiting for Decision status.	Delete
<input type="checkbox"/>	7/31/2019	DSP-_____5	PATTI G	Cicola, David	This dispute entered Waiting for Decision status on July 31, 2019.	Delete

Upcoming Briefs Grid

Upcoming Briefs Grid: All *pending* briefs will remain indefinitely. The brief schedule will disappear from this screen a week after the brief is *received*, or marked *no longer required* or *not being submitted*.

WCOA Dashboard

Upcoming Briefs

Dispute Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
DSP-_____1	5/21/2019	Pending	TORRES	Stone Company

WCOA Petitions / Answers

Matter Number	Petition Number	Petition Type	Filed Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Status
DSP-_____1	PET-	Claim Petition (LIBC-362)	2/18/2020	EVAN	DANIEL	TECHNOLOGIES INC	Processed

WCOA Requests

Dispute Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Updated Date	Status
DSP-_____1	Miscellaneous Request	2/13/2020	EVAN	LAUB	SERVICE INC	2/13/2020	Approved

Judge Communication

<input type="checkbox"/>	8/12/2019	DSP-_____5	PATTI	Cicola, David	This dispute is in Waiting for Decision status.	Delete
<input type="checkbox"/>	7/31/2019	DSP-_____5	PATTI G	Cicola, David	This dispute entered Waiting for Decision status on July 31, 2019.	Delete

WCOA Petitions / Answers Grid

WCOA Petitions / Answers Grid: All *pending* petitions & answers will remain indefinitely. The petitions and answers will disappear from this screen a week after they have been *processed* or *rejected*.

WCOA Dashboard

Upcoming Briefs

Dispute Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
DSP-_____-1	5/21/2019	Pending	TORRES	Stone Company

WCOA Petitions / Answers

Matter Number	Petition Number	Petition Type	Filed Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Status
DSP-_____-1	PET-	Claim Petition (LIBC-362)	2/18/2020	EVAN	DANIEL	TECHNOLOGIES INC	Processed

WCOA Requests

Dispute Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Updated Date	Status
DSP-_____-1	Miscellaneous Request	2/13/2020	EVAN	LAUB	SERVICE INC	2/13/2020	Approved

Judge Communication

<input type="checkbox"/>	8/12/2019	DSP-_____-5	PATTI	Cicola, David	This dispute is in Waiting for Decision status.	Delete
<input type="checkbox"/>	7/31/2019	DSP-_____-5	PATTI G	Cicola, David	This dispute entered Waiting for Decision status on July 31, 2019.	Delete

WCOA Requests Grid

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WCOA Requests Grid: All *pending* requests will remain indefinitely. The request will disappear from this screen a week after it has been *approved, denied, or approved in part; denied in part*.

WCOA Dashboard

Upcoming Briefs

Dispute Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
DSP-_____-1	5/21/2019	Pending	TORRES	Stone Company

WCOA Petitions / Answers

Matter Number	Petition Number	Petition Type	Filed Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Status
DSP-_____-1	PET-	Claim Petition (LIBC-362)	2/18/2020	EVAN	DANIEL	TECHNOLOGIES INC	Processed

WCOA Requests

Dispute Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Updated Date	Status
DSP-_____-1	Miscellaneous Request	2/13/2020	EVAN	LAUB	SERVICE INC	2/13/2020	Approved

Judge Communication

<input type="checkbox"/>	8/12/2019	DSP-_____-5	PATTI	Cicola, David	This dispute is in Waiting for Decision status.	Delete
<input type="checkbox"/>	7/31/2019	DSP-_____-5	PATTI G	Cicola, David	This dispute entered Waiting for Decision status on July 31, 2019.	Delete

NOTE: You can see the Judge's ruling on your request!

Judge Communication Grid

Judge Communication Grid: All Judge Communications will remain indefinitely. The user can manually delete them or mark them as read.

WCOA Dashboard

Upcoming Briefs

Dispute Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
DSP- -1	5/21/2019	Pending	TORRES	Stone Company

WCOA Petitions / Answers

Matter Number	Petition Number	Petition Type	Filed Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Status
DSP- -1	PET-	Claim Petition (LIBC-362)	2/18/2020	EVAN	DANIEL	TECHNOLOGIES INC	Processed

WCOA Requests

Dispute Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Updated Date	Status
DSP- -1	Miscellaneous Request	2/13/2020	EVAN	LAUB	SERVICE INC	2/13/2020	Approved

Judge Communication

<input type="checkbox"/>	8/12/2019	DSP- -5	PATTI	Cicola, David	This dispute is in Waiting for Decision status.	Delete
<input type="checkbox"/>	7/31/2019	DSP- -5	PATTI G	Cicola, David	This dispute entered Waiting for Decision status on July 31, 2019.	Delete

WCAIS Dashboard:

Quick Links

WCAB Dashboard Link

Any time an appeal brief schedule is set or an appeal request is filed, a red **NEW** will appear next to the **WCAB Dashboard** link.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

- [WCOA Dashboard](#) **NEW**
- [WCAB Dashboard](#) **NEW**
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims ▼

Add Item

Selecting the WCAB Dashboard link will take the user to the below screen:

WCAB Dashboard							
Upcoming Briefs							
Appeal Case Number	Brief Due Date	Status	Claimant/Employee Name		Defendant/Employer Name		
A20-_____	6/3/2020	Pending	RYAN		PHARMACY		

WCAB Requests							
Appeal Case Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Status Date	Status
A19-_____	Interpreter	7/6/2020	EVAN ESQ.,	MICHELE	INDUSTRIES	7/6/2020	Pending

Upcoming Briefs Grid

All *pending* briefs will remain indefinitely. The brief schedule will disappear from this screen immediately after the brief is *received* or marked *no longer required* or *not being submitted*.

WCAB Dashboard

Upcoming Briefs

Appeal Case Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
A20-_____	6/3/2020	Pending	RYAN	PHARMACY

WCAB Requests

Appeal Case Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Status Date	Status
A19-_____	Interpreter	7/6/2020	EVAN ESQ.,	MICHELE	INDUSTRIES	7/6/2020	Pending

WCAB Requests Grid

All *pending* requests will remain indefinitely. The request will disappear from this screen a week after it has been *approved* or *denied*.

WCAB Dashboard

Upcoming Briefs

Appeal Case Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
A20-_____	6/3/2020	Pending	RYAN	PHARMACY

WCAB Requests

Appeal Case Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Status Date	Status
A19-_____	Interpreter	7/6/2020	EVAN ESQ.,	MICHELE	INDUSTRIES	7/6/2020	Pending

WCAIS Dashboard:

Quick Links

Records Request Dashboard Link

The **Records Request Dashboard** Quick Link will take the user to the **Records Request Dashboard** where they can request and view Bureau records online.

The screenshot displays the Attorney Comprehensive WCAIS Dashboard. At the top, a navigation bar includes links for Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, and Profile. A 'Dashboard' label is positioned in the top right corner. Below the navigation bar, a search bar contains the text 'All Matters' and a 'Search...' input field, accompanied by a green 'GO' button. The main content area is titled 'Dashboard' in large blue font. On the left, there is an 'Alerts' section with a table header showing 'Date' and 'Alerts', and a message 'No Data Found'. Below this is a 'Correspondence' section featuring a green button labeled 'Show Recent Correspondence' and a link 'Search Correspondences'. On the right, a 'Quick Links' sidebar lists several options: 'WCOA Dashboard', 'WCAB Dashboard', 'Records Request Dashboard' (which is highlighted with a red rectangular border), 'File a WCOA Petition', and 'Judges' Procedural Questionnaires'.

Date	Alerts
No Data Found	

Correspondence:

[Show Recent Correspondence](#)

[Search Correspondences](#)

Quick Links


- [WCOA Dashboard](#)
- [WCAB Dashboard](#)
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

The Records Request Dashboard includes:


- A. **Create Online Records Request** button.
- B. **Available Records Request File(s)** grid.
- C. **Pending Records Request Submitted Online** grid.

Your Records Request Dashboard

A
[Create Online Records Request](#)

B
Available Records Request File(s) 

Confirmation No.	Claimant Name	File(s) Available Untill	Total Files Uploaded	File(s)
RR-195853	Last,First	6/3/2020	2	Request Response 1 of 2 Request Response 2 of 2

C
Pending Records Request Submitted Online 

Confirmation No.	Claimant Name	Submit Date
RR-195828	Last,First	2/25/2020

Cancel

Submitting a Request for Bureau Records

Click the **Records Request Dashboard** link in the Quick Links section on the main dashboard.

Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile Dashboard

All Matters Search... GO

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

- [WCOA Dashboard](#)
- [WCAB Dashboard](#)
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

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Click the **Create Online Records Request** button.

Your Records Request Dashboard

Create Online Records Request

Available Records Request File(s) ⓘ

Confirmation No.	Claimant Name	File(s) Available Untill	Total Files Uploaded	File(s)
RR-195853	Last,First	6/3/2020	2	Request Response 1 of 2 Request Response 2 of 2

Pending Records Request Submitted Online ⓘ

Confirmation No.	Claimant Name	Submit Date
RR-195828	Last,First	2/25/2020

Cancel

This is the screen where you can submit details related to the request.

Records Request Online

Required fields are indicated by *:

Please read the following before initiating your request:

- For Record Requests submitted online, the response will be delivered online.
- Request information will be confidential.
- An email notification will be sent to the email in your WCAIS profile when your request is fulfilled. Currently, notifications would be sent to: wcais.test@gmail.com

Due to service requirements for subpoenas, they cannot be submitted online. However, you may request they be returned to you via WCAIS when you submit the mailed requests. Subpoenas, along with the proper documentation, should be served at the following address:

Bureau of Workers' Compensation - Records
1171 S. Cameron St, Harrisburg, PA 17104

Request Details:

Claimant Last Name*:


Claimant First Name*:

The following information continues to be required for all Record Requests:

- Authorization Form signed within 60 days (for records for which you are not a party)
- Printed Claimant's name
- Claimant's Social Security Number and/or Date of Birth (if SSN unknown)
- Printed Requester's name
- Requester's Contact Phone Number
- Party representation (if applicable)
- What Workers' Compensation records are you requesting (specific, all, etc.)

The required information should be provided in a cover letter. All documentation uploaded for your Records Requests must be in non-fillable PDF format and not more than 10MB in size.

Upload Document(s)*:

[Upload Document](#) 

NOTE: One Request is required per Claimant.

Save a Cover Letter on your computer in PDF format which has the following information:

- Printed Claimant's name
- Claimant's Social Security Number and/or Date of Birth (if SSN unknown)
- Printed Requester's name
- Requester's Contact Phone Number
- Party representation (if applicable)
- What Workers' Compensation records are you requesting (specific, all, etc.)

The required information should be provided in a cover letter. All documentation uploaded for your Records Requests must be in non-fillable PDF format and not more than 10MB in size.

Include a signed authorization from the claimant (must be signed within the last 60 days) if you are not a party to the matter and you do not have a Subpoena.

Type in the Claimant's Last Name and First Name and then click the Upload Document link and follow the prompts to upload the PDF Cover Letter and Authorization that has been saved.

Request Details:

Claimant Last Name*:

Claimant First Name*:

The following information continues to be required for all Record Requests:

- Authorization Form signed within 60 days (for records for which you are not a party)
- Printed Claimant's name
- Claimant's Social Security Number and/or Date of Birth (if SSN unknown)
- Printed Requester's name
- Requester's Contact Phone Number
- Party representation (if applicable)
- What Workers' Compensation records are you requesting (specific, all, etc.)

The required information should be provided in a cover letter. All documentation uploaded for your Records Requests must be in non-fillable PDF format and not more than 10MB in size.

Upload Document(s)*:

[Upload Document](#)

Tips for Requesting Records:

- If the requestor is not a party to the claim and does not have a subpoena, they will need to provide an authorization form.
- Authorizations need to be signed within 60 days of submission.
- The Cover Letter must include the Claimant's name, Claimant's SSN and/or DOB, requestor's name plus the name of the firm or insurer the requestor works for (if applicable), contact phone number, party the requestor represents, and what exactly is being requested.
- The request must be for Bureau of Workers' Compensation records not medical records.
- The requested information must be uploaded in PDF format and should all be submitted as one PDF.

After submitting the Request, it can be viewed in the **Pending Records Request Submitted Online** grid.

This allows the user to check the status of a pending records request without having to call.

Your Records Request Dashboard

Create Online Records Request

Available Records Request File(s)

Confirmation No.	Claimant Name	File(s) Available Until	Total Files Uploaded	File(s)
RR-195853	Last,First	6/3/2020	2	Request Response 1 of 2 Request Response 2 of 2

Pending Records Request Submitted Online

Confirmation No.	Claimant Name	Submit Date
RR-195828	Last,First	2/25/2020

Cancel

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As soon as a request is complete, it will move from the **Pending Records Request Submitted Online** grid to the **Available Records Request File(s)** grid.

All requests are confidential and will only appear in WCAIS to the party who logged in and submitted the request.

Your Records Request Dashboard

Create Online Records Request

Available Records Request File(s)

Confirmation No.	Claimant Name	File(s) Available Until	Total Files Uploaded	File(s)
RR-195853	Last,First	6/3/2020	2	Request Response 1 of 2 Request Response 2 of 2

Pending Records Request Submitted Online

Confirmation No.	Claimant Name	Submit Date
RR-195828	Last,First	2/25/2020

Cancel

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- Requests Responses are in PDF format and will generally disappear after 90 days.
- If a response is too big, it will appear as multiple responses (response 1, 2, etc.).
- Users can save and print from this grid.

Your Records Request Dashboard

Create Online Records Request

Available Records Request File(s) ⓘ

Confirmation No.	Claimant Name	File(s) Available Until	Total Files Uploaded	File(s)
RR-195853	Last,First	6/3/2020	2	Request Response 1 of 2 Request Response 2 of 2

Pending Records Request Submitted Online ⓘ

Confirmation No.	Claimant Name	Submit Date
RR-195828	Last,First	2/25/2020

Cancel

When requests are processed and records are ready for viewing, an email will be sent to the email address located in the requestor's WCAIS profile.

Be sure to keep e-mail addresses updated and accurate!

From: RA-LI-WCAIS-EmailRet@pa.gov

To: wcais.test@gmail.com

Subject: Records Request Available Online

Dear Recipient:

The response to your records request is now available on your Records Request Dashboard. Please log into your WCAIS account to view your file(s) for RR-XXXXXX.

Regards,

WCAIS System Administrator

[Workers' Compensation \(WCAIS\)](#)

NOTE: The user can access the Records Request Dashboard at any time. Users do not need to wait for the e-mail.

For more information on how to update your e-mail address in your WCAIS profile, click [here](#).

WCAIS Dashboard:

Quick Links

File WCOA Petition Link

The **File a WCOA Petition** Quick Link takes the user to a search screen to look for an existing claim.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

- [WCOA Dashboard](#) **NEW**
- [WCAB Dashboard](#) **NEW**
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims ▼

Add Item

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If there is an existing claim, click the **Associate** button, otherwise, click **File a Petition on a Claim not Found**.

Hide Advanced Search For Claim

Claim Number:

Claim Administrator Claim Number:

Workers Compensation Id Number:

Claimant First Name:

Claimant Last Name:

Claimant Address:

SSN:

Date of Birth From:

To:

Defendant/Employer Name:

Business Unit:

Claim Status:

Claim File Date From:

To:

Date of Injury From:

To:

Advanced Search

Clear

Found 1518 records. Showing 1 of 152 pages. >>

Records per page: 10 | 20 | 30

File a Petition on a Claim not found

Claim

[View More](#) [View Claim Summary](#) [Associate](#)

Claimant/Employee Name: WARNER

Defendant/Employer Name: UNITED

Business Unit: N/A

File Date: 10/22/2009

Claim Status: Closed

Date of Injury: 10/05/2009

Agency Claim Number:

NOTE: When *associating* to an existing claim, make sure the Claimant, Employer, and Injury Date match the petition.

- If an existing claim is associated, the Claim Number, Claimant, Defendant, and Date of Injury will be pre-populated.
- Select a petition type from the **Select Petition Type** dropdown.
- Click the **Continue** button.

File Petition

Required fields are indicated by *:

Select Petition Type:

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this [link](#) for the petitions forms.

Selected Claim:

Claim Number	Claimant/Employee Name	Defendant/Employer Name	Date of Injury
35675	BRANDON	INDUSTRIES	6/6/2009

Select Petition Type*:

SELECT

Back

Cancel

Continue

Petition types available for selection may depend on whether a claim was associated.

For example, in order to file a Petition to Review a Utilization Review Determination, there must first be a determination to review. The filing party must associate the claim, which contains the determination for review.

Another example is the UEGF petition. In order to file a UEGF petition, the filing party must associate a claim, which has a UEGF Notice that has been in *accepted* status for at least 21 days.

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- If there is no claim to associate and the button to **File a Petition on a Claim not Found** was selected, there will be no pre-population of information.
- Select a petition type from the **Select Petition Type** dropdown.
- Click the **Continue** button.

File Petition

Required fields are indicated by *:

Select Petition Type:

Please select the type of Petition you would like to file below. If you are not filing a Claim Petition (LIBC-362), a Petition To/For (LIBC-378), a Petition for Review of Utilization Review Determination (LIBC-603), or a Petition for Physical Examination or Expert Interview of Employee (LIBC-499), you must download and complete the appropriate petition form. Click on this [link](#) for the petitions forms.

Select Petition Type*:

SELECT

SELECT

Claim Petition (LIBC-362)

Claim Petition for Additional Compensation from the Subsequent Injury Fund (LIBC - 375)

Claim Petition for Benefits from the Uninsured Employer and the Uninsured Employers Guaranty Fund (LIBC-550)

Fatal Claim Petition (LIBC-363)

Occupational Disease Claim Petition (301i) (LIBC - 396)

Petition for Examination-Expert Interview (LIBC-499)

Petition To/For (LIBC-378)

Continue

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Complete all required information on the tabs on the left.

File Claim Petition:(LIBC-362)

Required fields are indicated by *.

1 **Attorney Appearance**

2 Claimant/Employee Information

3 Defendant/Employer Information

4 Insurer Information

5 Select Petition Type

6 Complete Injury Details

7 Complete Defendant/Employer Information

8 Add Additional Defendant/Employer

9 Seeking Payment

10 Certification

Interested Parties: Attorney

Please indicate which party you are filing the Petition on behalf of:

NOTE: If a Claim is associated, information on the first four tabs will be pre-populated.

For more information on other ways to file a WCOA petition, click [here](#).

For more information on filing a petition,
click [here](#).

WCAIS Dashboard:

Quick Links

Judges' Procedural Questionnaire Link

The **Judges' Procedural Questionnaires** Quick Link will take the user to the **Comprehensive List of Judges** on the WCOA Website.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Show Recent Correspondence

[Search Correspondences](#)

Quick Links

[WCOA Dashboard](#) **NEW**

[WCAB Dashboard](#) **NEW**

[Records Request Dashboard](#)

[File a WCOA Petition](#)

[Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims ▼

Add Item

From the **Comprehensive List of Judges** screen, clicking the link in the name of a particular Judge will take the user to that Judge's Questionnaire.

COMPREHENSIVE LIST OF JUDGES

Individual WCOA Judges' Questionnaire...

Updated April 29, 2015

Click on the letter corresponding to the Individual you are interested in.

****Note: in cases where the Judge requires or offers additional forms, the links to the forms are listed at the bottom of the Judge's Questionnaire***

[A](#) | [B](#) | [C](#) | [D](#) | [E-G](#) | [H](#) | [I-J](#) | [K](#) | [L](#) | [M](#) | [N-O](#) | [P-Q](#) | [R](#) | [S](#) | [T-U](#) | [V-Z](#)

A-B

Abes, Eric	Bachman, Patricia	Beach, Audrey
Beck, Lawrence	Bendon, William	Benedict, Alfred
Benischek, Robert	Bowers, Debra Lee	Briston, Pamela

Most Judges have special COVID instructions in their Questionnaires, which are accessible through the “[Click Here...](#)” link.

JUDGE NAME: Abes, Eric

JUDGE DISTRICT: Western

JUDGE’S PROCEDURAL RULES AND POLICIES

Workers’ Compensation Automation and Integration System (WCAIS) is the official repository for all documents related to a Dispute (matter pending) before a Workers’ Compensation Judge. All documents, including evidence and briefs, that would have been submitted to a Workers’ Compensation Judge by mail or in person prior to WCAIS should now be uploaded into WCAIS. If Social Security numbers appear on any such document, the first five numbers should be redacted before the document is uploaded, unless otherwise specified below. Requests, such as Requests for Continuance and Subpoenas, should also be made through WCAIS.

[**CLICK HERE TO VIEW THE JUDGE’S SPECIAL PROCEDURES DURING THE GOVERNOR’S EMERGENCY DECLARATION DUE TO COVID-19.**](#)

FIRST EVENTS

1. ~~What is the first event (i.e. pretrial, hearing, conference call) and what will occur?~~ 2 The first hearing is a pretrial conference.

JUDGE NAME: Eric D. Abes

JUDGE DISTRICT: Western

SPECIAL PROCEDURES DURING THE GOVERNOR’S EMERGENCY DECLARATION DUE TO COVID-19

Special Procedures for Hearings:

1. Counsel, parties, and witnesses will utilize the call-in number or “Join Skype Meeting” link.
2. It is counsel’s responsibility to ensure their witnesses and clients know how to call in and do so on time. Counsel, please review the call-in procedure well in advance of the hearing.
3. Due to the inherent complexity of doing a full docket by phone, I will not be able to accommodate late arrivals. All hearings will end at the scheduled time.

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The **Judges' Procedural Questionnaires** are also linked in two other places: the Judge's Name in the **Judge Communication** grid on the **WCOA Dashboard** and...

WCOA Dashboard

Upcoming Briefs

Dispute Number	Brief Due Date	Status	Claimant/Employee Name	Defendant/Employer Name
DSP-_____1	5/21/2019	Pending	TORRES	Stone Company

WCOA Petitions / Answers

Matter Number	Petition Number	Petition Type	Filed Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Status
DSP-_____1	PET-	Claim Petition (LIBC-362)	2/18/2020	EVAN	DANIEL	TECHNOLOGIES INC	Processed

WCOA Requests

Dispute Number	Request Type	Submitted Date	Filed By	Claimant/Employee Name	Defendant/Employer Name	Last Updated Date	Status
DSP-_____1	Miscellaneous Request	2/13/2020	EVAN	LAUB	SERVICE INC	2/13/2020	Approved

Judge Communication

<input type="checkbox"/>	8/12/2019	DSP-_____5	PATTI	Cicola, David	This dispute is in Waiting for Decision status.	Delete	^
<input type="checkbox"/>	7/31/2019	DSP-_____5	PATTI G	Cicola, David	This dispute entered Waiting for Decision status on July 31, 2019.	Delete	

the Judge's Name in the **General Information** tab of the **Dispute Summary**.

Dispute Summary [+Expand](#)

WCAIS Claim #:	Claimant/Employee Name:	Defendant/Employer Name:
	Claim Status: Comp Denied	Date of Injury: 1/3/2017

[View Claim Summary](#)

Dispute: DSP-	I-1	Status: In Litigation
----------------------	-----	------------------------------

[View Dispute Summary](#)

General Information [View Dispute Business Event Log](#)

Listed below are basic details for the selected Dispute:

Dispute Status: **In Litigation**

Assigned Judge: [Cicola, David](#)

☐ This is an Act 46 (firefighter cancer) claim

Instructions from the Judge:

Listed below are the Event details for the selected Dispute. This information is regarding the next scheduled Event for the Dispute:

Next Scheduled Event:

Event Start Time:

Event Type:

Event Location:

- [Interested Parties & Associated Recipients](#)
- [Petitions and Answers](#)
- [Hearing Information](#)
- [Mediation Information](#)
- [Exhibits](#)
- [Witness](#)
- [Requests](#)
- [Reports](#)

ENHANCED SEARCH FROM THE DASHBOARD

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There are a few different ways users can search for matters.

- Type a search term in the search box in the upper right corner of the WCAIS Dashboard and click **GO**.



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The Search results for **John Smith** returned:

- Synonyms for John AKA Jack
- Results that match either John or Smith
- Results that have either John or Smith in any of the parties' names
- **All matters** (Appeals, Med Fees, Disputes, Claims, etc.) which match any of the above

The screenshot shows the WCAIS search interface. At the top, there's a search bar with 'John Smith' entered and a green 'SEARCH' button. Below the search bar, a sidebar on the left lists 'Matter Type' with counts: All Matters (298), Dispute (158), Claim (82), UR Request (24), and Appeal Case (10). The main content area displays search results for 'John Smith'. It shows 'Found 298 records. Showing 2 of 30 pages.' and 'Records per page: 10 | 20 | 30'. The first result is a 'Dispute' (DSP-) with a count of -2. It lists 'Claimant/Employer Name: I, JACK' and 'Defendant/Employer Name: I'. Other details include 'Business Unit: N/A', 'Dispute File Date: 03/27/2013', 'Dispute Status: Closed', 'Date of Injury: 01/17/2010', and 'Judge: Torrey, David'. The second result is an 'Appeal Case' (A-) with a count of 4. It lists 'Claimant/Employer Name: JONES, JOHN' and 'Defendant/Employer Name: I'. Other details include 'Business Unit: N/A', 'File Date: 04/27/2020', 'Appeal Status: Closed', and 'Date of Injury: 11/10/2017'. The third result is a 'Med Fee Request' (MF-) with a count of 1. It lists 'Claimant/Employer Name: I, JOHN' and 'Claim Number: I'. Other details include 'Healthcare Professional: N/A', 'Healthcare Provider: I', 'Provider Business Unit: N/A', 'Entered By: Smith, Amber', 'Assigned To: I', 'Date of Service: 10/24/2018 to 10/24/2018', 'Status: Closed', and 'Date of Injury: 03/24/2017'. Each result has links for 'View More' and 'View [Matter Type] Summary'.

Matter Type	Count
All Matters	298
Dispute	158
Claim	82
UR Request	24
Appeal Case	10

WCAIS All Matters John Smith SEARCH

Keyword Search Tips

<< Found 298 records. Showing 2 of 30 pages. >> Records per page: 10 | 20 | 30

Dispute [View More](#) [View Dispute Summary](#)

DSP- -2

Claimant/Employer Name: I, JACK | Defendant/Employer Name: I

Business Unit: N/A | Dispute File Date: 03/27/2013 | Dispute Status: Closed | Date of Injury: 01/17/2010 | Judge: Torrey, David

Appeal Case [View More](#) [View Appeal Summary](#)

A- 4

Claimant/Employer Name: JONES, JOHN | Defendant/Employer Name: I | Business Unit: N/A

File Date: 04/27/2020 | Appeal Status: Closed | Date of Injury: 11/10/2017

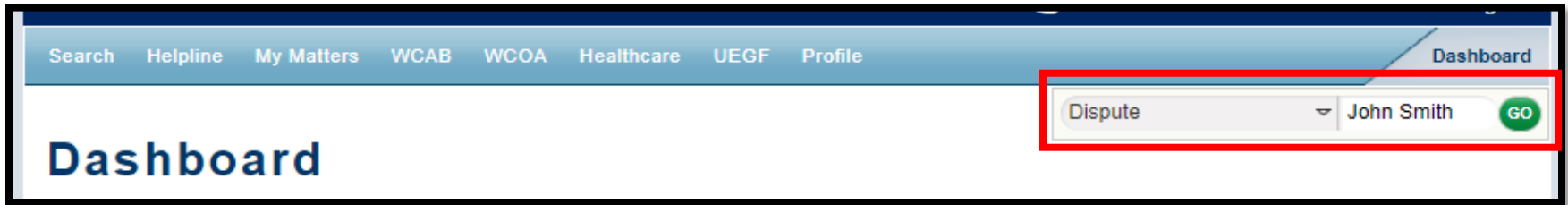
Med Fee Request [View More](#) [View Med Fee Request Summary](#)

MF-

Claimant/Employer Name: I, JOHN | Claim Number: I | Healthcare Professional: N/A | Healthcare Provider: I | Provider Business Unit: N/A | Entered By: Smith, Amber | Assigned To: I | Date of Service: 10/24/2018 to 10/24/2018 | Status: Closed | Date of Injury: 03/24/2017

If the user is looking for only Disputes for **John Smith**.

- Select Dispute from the All Matters dropdown next to the search field.
- Type John Smith into the search field.
- Click **GO**.



The screenshot shows the top navigation bar of the WCAIS system with links for Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, Profile, and Dashboard. Below this is a search interface. A red rectangular box highlights the search area, which includes a dropdown menu currently set to 'Dispute', a text input field containing 'John Smith', and a green circular button with the text 'GO'.

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This time the Search results for John Smith returned:

- Synonyms for John AKA Jack
- Results that match either John or Smith
- Results that have either John or Smith in any of the parties' names
- **Only Disputes** which match any of the above

The screenshot displays the WCAIS search interface. At the top, the search criteria are set to 'Dispute' and 'John Smith'. A green 'SEARCH' button is visible. Below the search bar, a table shows the count of results for 'Dispute' as 97. The main results area shows 'Found 97 records. Showing 1 of 10 pages.' and 'Records per page: 10 | 20 | 30'. Four dispute records are listed, each with a 'Dispute' label, a DSP number, and a count. The records are as follows:

Dispute	DSP	Count	Claimant/Employee Name	Defendant/Employer Name	Business Unit	Dispute File Date	Dispute Status	Date of Injury	Judge
Dispute	DSP-	-2		SMITH	N/A	12/07/2016	Closed	12/22/2014	McTiernan, John
Dispute	DSP	-1	Smith	MANUFACTURING INC	N/A	09/29/1988	Closed	07/29/1988	Deslmore, Francis
Dispute	DSP-	-3	Smith	MANUFACTURING INC	N/A	03/01/1990	Closed	07/29/1988	Deslmore, Francis
Dispute	DSP-	-1	Smith		N/A	06/20/2003	Closed	08/16/1995	Seacrist, Geoffrey

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If you don't want to use a search term or matter type, simply click **GO**.



This time the Search results returned **ALL MATTERS** associated to the logged-in user.

A screenshot of the WCAIS search results page. The top navigation bar includes links for Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, Profile, and Dashboard. Below the navigation bar, the word "Dashboard" is displayed on the left. On the right, there is a search bar with a dropdown menu set to "All Matters", a text input field labeled "Search...", and a green "GO" button. A red rectangle highlights the search bar area.

WCAIS All Matters Name, FEIN, Date of birth (MM/DD/YYYY), etc. ... SEARCH

[Keyword Search Tips](#)

Found 4385 records. Showing 1 of 439 pages. >> Records per page: 10 | 20 | 30

Matter Type	Count
All Matters	4385
Dispute	2005
Claim	1526
UR Request	292
Med Fee Request	289
Appeal Case	128
WCAB Petition	85
IRE Designation	60

Claim [View More](#) [View Claim Summary](#)

Claimant/Employee Name: [redacted] Defendant/Employer Name: [redacted]
Business Unit: N/A | File Date: 05/21/2015 | Claim Status: Med Only | Date of Injury: 05/15/2015 | Agency
Claim Number: N/A

Claim [View More](#) [View Claim Summary](#)

Claimant/Employee Name: [redacted] Defendant/Employer Name: [redacted]
CO | Business Unit: N/A | File Date: 06/04/2015 | Claim Status: Closed | Date of Injury: 05/08/2015 | Agency
Agency Claim Number: N/A

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From the results screen, the user can narrow results by the matter type on the left and then narrow even further by clicking the **Show Advanced Search for [Matter Type Selected]** link.

WCAIS All Matters

[Keyword Search Tips](#)

Matter Type	Count
All Matters	4385
Dispute	2005
Claim	1526
UR Request	292
Med Fee Request	289
Appeal Case	128
WCAB Petition	85
IRE Designation	60

Show Advanced Search For Dispute

Found 2005 records. Showing 1 of 201 pages. >> Records per page: 10 | [20](#) | [30](#)

Dispute [View More](#) [View Dispute Summary](#)

DSP- -1

Claimant/Employee Name: | Defendant/Employer Name: | Business Unit: N/A | Dispute File Date: 06/11/2010 | Dispute Status: Closed | Date of Injury: 12/21/2009 | Judge: Cohen , Nathan

Dispute [View More](#) [View Dispute Summary](#)

DSP- -2

Claimant/Employee Name: | Defendant/Employer Name: | Business Unit: N/A | Dispute File Date: 09/18/2002 | Dispute Status: Closed | Date of Injury: 01/19/1999 | Judge: Deeley , James

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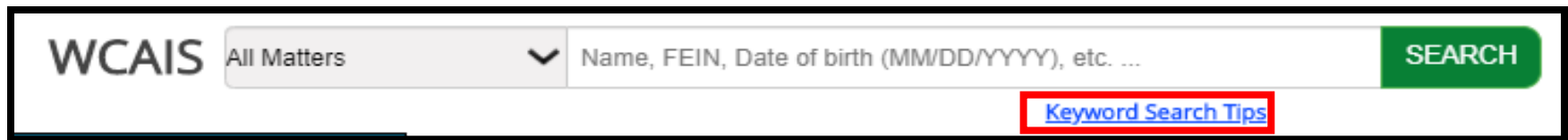
When the **Advanced Search** link expands, the user can enter any number or combination of search parameters. In this screenshot, the user is looking for disputes in **Briefs Overdue** status assigned to **Judge Manager Cicola**.

Hide Advanced Search For Dispute

Dispute Number:	<input type="text"/>
Workers Compensation Id Number:	<input type="text"/>
Claimant First Name:	<input type="text"/>
Claimant Last Name:	<input type="text"/>
Claimant Address:	<input type="text"/>
SSN:	<input type="text"/>
Date of Birth From:	<input type="text"/>
To:	<input type="text"/>
Defendant/Employer Name:	<input type="text"/>
Business Unit:	<input type="text"/>
Dispute Status:	<input type="text" value="Briefs Overdue"/>
Judge First Name:	<input type="text"/>
Judge Last Name:	<input type="text" value="Cicola"/>
Dispute File Date From:	<input type="text"/>
To:	<input type="text"/>
Circulation Date From:	<input type="text"/>
To:	<input type="text"/>
Date of Injury From:	<input type="text"/>
To:	<input type="text"/>

There are a number of different tricks which can be used to ensure greater success with the search results.

Those tricks can always be found in WCAIS by clicking the **Keyword Search Tips** link to access the **Search Tips for WCAIS** pop-up.



The screenshot shows the WCAIS search interface. On the left is the 'WCAIS' logo. Next to it is a dropdown menu currently set to 'All Matters'. To the right of the dropdown is a search input field containing the placeholder text 'Name, FEIN, Date of birth (MM/DD/YYYY), etc. ...'. On the far right of the search bar is a green button labeled 'SEARCH'. Below the search bar, a red rectangular box highlights the text 'Keyword Search Tips', which is a blue hyperlink. A red arrow points from below the page towards this highlighted link.

This is the pop-up screen for tips:

Search Tips for WCAIS

Use any of these simple tips to help you find information in WCAIS faster.

Tip 1: Use the drop-down menu to identify what you are searching for (e.g., Claimant, Dispute, etc.)

Tip 2: Enter multiple search terms to create a stronger search

Tip 3: Use special characters to define your search

Special Character	How it Works	Sample Search
<p>*</p> <p>Asterisk</p>	<p>Add * at the start or end of a term when information is missing or unknown.</p>	<p>*1111</p> <p><i>Finds all Parties and Matters with SSNs that end with 1111</i></p>
<p>" "</p> <p>Double Quotation Marks</p>	<p>Apply " " around a single search term or phrase to find an exact match for the entered information.</p>	<p>"02/22/2015"</p> <p><i>Finds all results that have 02/22/2015 in their Profiles or Matters</i></p>
<p>~</p> <p>Tilde</p>	<p>Add ~ to the end of the term to find results with spelling variations.</p>	<p>Megan~</p> <p><i>Finds results that are variations of the name Megan, such as Meghan or Meaghan</i></p>

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An **asterisk** can be used as a wildcard. For example, if the user can't remember if Katherine is spelled with a K or a C, if *atherine is typed in, the search results will display both Catherine and Katherine.

The screenshot displays the WCAIS search interface. At the top, the search bar contains 'All Matters' and '*atherine', with a green 'SEARCH' button. Below the search bar, a 'Keyword Search Tips' link is visible. On the left, a table lists 'Matter Type' and 'Count'.

Matter Type	Count
All Matters	17
Claim	7
Dispute	7
Med Fee Request	2
UR Request	1

The main search results area shows 'Found 17 records. Showing 1 of 2 pages.' and 'Records per page: 10 | 20'. Two claim records are displayed:

Claim 1: Claimant/Employee Name: , CATHERINE | Defendant/Employer Name: | Business Unit: N/A | File Date: 09/29/2015 | Claim Status: Suspended | Date of Injury: 09/23/2015 | Agency Claim Number: N/A. Links: [View More](#), [View Claim Summary](#).

Claim 2: Claimant/Employee Name: | Defendant/Employer Name: KATHERINE | Business Unit: N/A | File Date: 11/09/2011 | Claim Status: Compensable | Date of Injury: 10/11/2011 | Agency Claim Number: N/A. Links: [View More](#), [View Claim Summary](#).

NOTE: The **asterisk** can be used at the end of a term as well.

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Quotations can be used to ensure an exact match. For example, if the user types “John,” then the search results will only return an exact match.

The screenshot shows the WCAIS search interface. At the top, the 'WCAIS' logo is on the left, followed by a dropdown menu set to 'All', a search input field containing the text '"John"', and a green 'SEARCH' button. Below the search bar is a link for 'Keyword Search Tips'. The main content area displays search results for 'John'. It indicates 'Found 303575 records. Showing 1 of 30358 pages.' and 'Records per page: 10 | 20 | 30'. Three results are visible, each with a category label, the entity name, and various status fields.

Category	Entity Name	FEIN	Doing Business As	Formerly Known As	Valid	Active
Law Firm	JOHN & JOHN	N/A	JOHN & JOHN	N/A	Valid	Active
Defendant/Employer	John	N/A	N/A	N/A	Invalid	Active
PCRB	JOHN	251260015				

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A **tilde** (~) can be used to find alternate spellings of a name. For example, if the user types Steven~ then the search results may include Steven, Stephan, Steve, etc.

The screenshot displays the WCAIS search interface. At the top, the 'WCAIS' logo is on the left, followed by a dropdown menu set to 'All Matters'. To the right is a search input field containing 'steven~' and a green 'SEARCH' button. A 'Keyword Search Tips' link is positioned below the search bar. On the left side, a table lists 'Matter Type' and 'Count'.

Matter Type	Count
All Matters	201
Dispute	131
Claim	52
UR Request	12
Appeal Case	3
WCAB Petition	2
IRE Designation	1

The main content area shows search results. It starts with 'Found 201 records. Showing 1 of 21 pages.' followed by a pagination control '>>'. To the right, it says 'Records per page: 10 | 20 | 30'. Below this, three result cards are visible:

- UR Request** [View More](#) [View UR Request Summary](#)
UR-472795
Claimant/Employee Name: SCHAEFFER, STEVEN | Assigned URO: LAUREL REVIEWS | Provider Under Review: MCGINNIS, LISA
- UR Request** [View More](#) [View UR Request Summary](#)
UR-420242
Claimant/Employee Name: SANFORD, STEVE | Assigned URO: KVS CONSULTING SERVICES | Provider Under Review: PENNA, KAYE
- Dispute** [View More](#) [View Dispute Summary](#)
DSP-3595327-2
Claimant/Employee Name: WILLIAMS, STEVEN | Defendant/Employer Name: NNDS NATIONAL NETWORK OF | Business Unit: N/A | Dispute File Date: 03/21/2011 | Dispute Status: Closed | Date of Injury: 10/22/2009 | Judge: Cercone, Susan

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Use **OR** to expand the search for either this **OR** that. For example, if the user types in James or Steven, the search results will include matches for either or both.

The screenshot displays the WCAIS search interface. At the top, the 'WCAIS' logo is on the left, followed by a dropdown menu set to 'All Matters'. A search bar contains the text 'James or Steven', and a green 'SEARCH' button is to its right. A link for 'Keyword Search Tips' is located below the search bar. On the left side, a table lists various 'Matter Type' categories with their corresponding counts. The main content area shows search results, indicating 'Found 465 records. Showing 1 of 47 pages.' and 'Records per page: 10 | 20 | 30'. Two dispute records are visible, each with a 'Dispute' label, a case number, and detailed information about the claimant/employee, defendant/employer, business unit, dispute file date, dispute status, date of injury, and judge.

Matter Type	Count
All Matters	465
Dispute	241
Claim	119
Med Fee Request	50
UR Request	36
Appeal Case	10
IRE Designation	6
WCAB Petition	3

Found 465 records. Showing 1 of 47 pages. >>> Records per page: 10 | 20 | 30

Dispute [View More](#) [View Dispute Summary](#)

DSP-3162635-3

Claimant/Employee Name: Szczypinski, **STEVEN** | Defendant/Employer Name: OXFORD DEVELOPMENT CO |
Business Unit: N/A | Dispute File Date: 10/17/2008 | Dispute Status: Closed | Date of Injury: 05/29/2007 |
Judge: Ignasiak, Cheryl

Dispute [View More](#) [View Dispute Summary](#)

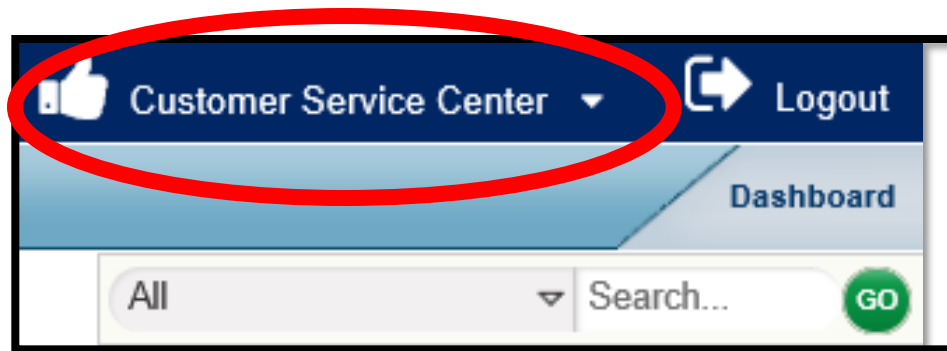
DSP-7838157-1

Claimant/Employee Name: DOERRMAN, **JAMES** | Defendant/Employer Name: Lutheran Home at Kane |
Business Unit: N/A | Dispute File Date: 01/04/2017 | Dispute Status: Closed | Date of Injury: 11/22/2016 |
Judge: McTiernan, John

CUSTOMER SERVICE CENTER FROM THE DASHBOARD

The **Customer Service Center** is available from any screen in WCAIS and allows the user to select one of the following:

- Submit a question to BWC, WCAB, or WCOA Resource Center
- See answers to previously asked questions
- View FAQs (called previously answered questions)
- See Process Guides and Simulations
- Choose the “I need help on this screen” option
- View previously recorded trainings



CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Customer Service Center Home

From the **Customer Service Center Home** option in the **Customer Service Center** dropdown, the user can access the following:

- **Questions Repository**
- **Process Guides & Simulations**
- **Previously Recorded Trainings**

The screenshot displays the Pennsylvania WCAIS (Workers' Compensation Automation and Integration System) interface. The top navigation bar includes the PA logo, the text "pennsylvania WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM", and a user profile labeled "(Attorney)". A dropdown menu for "Customer Service Center" is open, showing options: "Customer Service Center Home" (highlighted with a red box), "I need help on this screen ...", and "? Submit a Question". Below the navigation bar, the "Dashboard" section is visible. The "Customer Service Center" section features three main options:

- Questions Repository**: Find the answer to your question by reviewing our extensive list of Frequently Asked Questions (FAQs) or submit questions and review answers. (Icon: Folder with a question mark)
- Process Guides & Simulations**: Browse all of our step-by-step process guides and simulations for the actions you need to complete in WCAIS. (Icon: Location pin with a gear)
- Previously Recorded Trainings**: Watch videos of previously delivered training sessions to learn about recent changes and enhancements made to WCAIS. (Icon: Laptop with a play button)

Customer Service Center Home:

Questions Repository

In the **Questions Repository**, the user can find the answers to Frequently Asked Questions (FAQs) or submit questions and review answers.

The screenshot shows the 'Questions Repository' interface. At the top left, a red box labeled 'Link to all LIBC forms' points to a blue link. Below this is a search bar with the text 'Search Questions Repository:' and a green 'Search' button. A red box labeled 'Link to submit a new question' points to a 'Submit a Question' link in a grey box. The grey box also contains the text 'Not finding an answer?' and a 'Close' link. Below the search bar is a blue link 'Click here to access printable Workers' Compensation Forms' and a blue link 'Keyword Search Tips'. At the bottom, there are two expandable sections: 'My Questions' with 9 results and 'Previously Answered Questions' with 63 results. Red arrows point from the text 'Questions the logged-in user has previously asked' and 'Questions other users have asked' to their respective section headers.

Link to all LIBC forms

Link to submit a new question

Close

Search Questions Repository: Search all previously submitted questions Search

Not finding an answer?
[Submit a Question](#)

[Click here to access printable Workers' Compensation Forms](#)

[Keyword Search Tips](#)

► **My Questions** ← Questions the logged-in user has previously asked 9 results

▼ **Previously Answered Questions** ← Questions other users have asked 63 results

Customer Service Center Home: Process Guides & Simulations

In the **Process Guides and Simulations** screen, the user can browse all step-by-step process guides and simulations from the links in the menu on the left.

The screenshot shows the WCAIS Online Help interface. On the left, a sidebar menu is highlighted with a red box, containing the following items: Welcome, WCAIS Overview, Registration, Common Functionality, Claims, Compliance, EDI, Healthcare Services, Helpline, Self-Insurance (SI), Adjudication (WCOA), Appeal Board (WCAB), Video Simulations, and Previously Recorded Trainings. The main content area features the Pennsylvania Department of Labor & Industry logo, a search bar, and a 'BACK' button. Below the logo, the text 'Home > Welcome' is displayed. The main heading is 'Welcome to WCAIS Online Help!'. The user group is identified as 'All Users'. The text explains that WCAIS is a web-based information system supporting electronic communication between the Bureau of Workers' Compensation (BWC), the Workers' Compensation Office of Adjudication (WCOA), the Workers' Compensation Appeal Board (WCAB), and the public. It states that the Online Help Center will help users find information to improve their experience working in WCAIS. A table of contents or list of help topics follows, including: Procedure-Based Help, Video Simulations, and Previously Recorded Trainings. Each item is described briefly. At the bottom, it notes that each online help topic will display a user group section at the top of the screen.

Home > Welcome

Welcome to WCAIS Online Help!

User Group(s): All Users

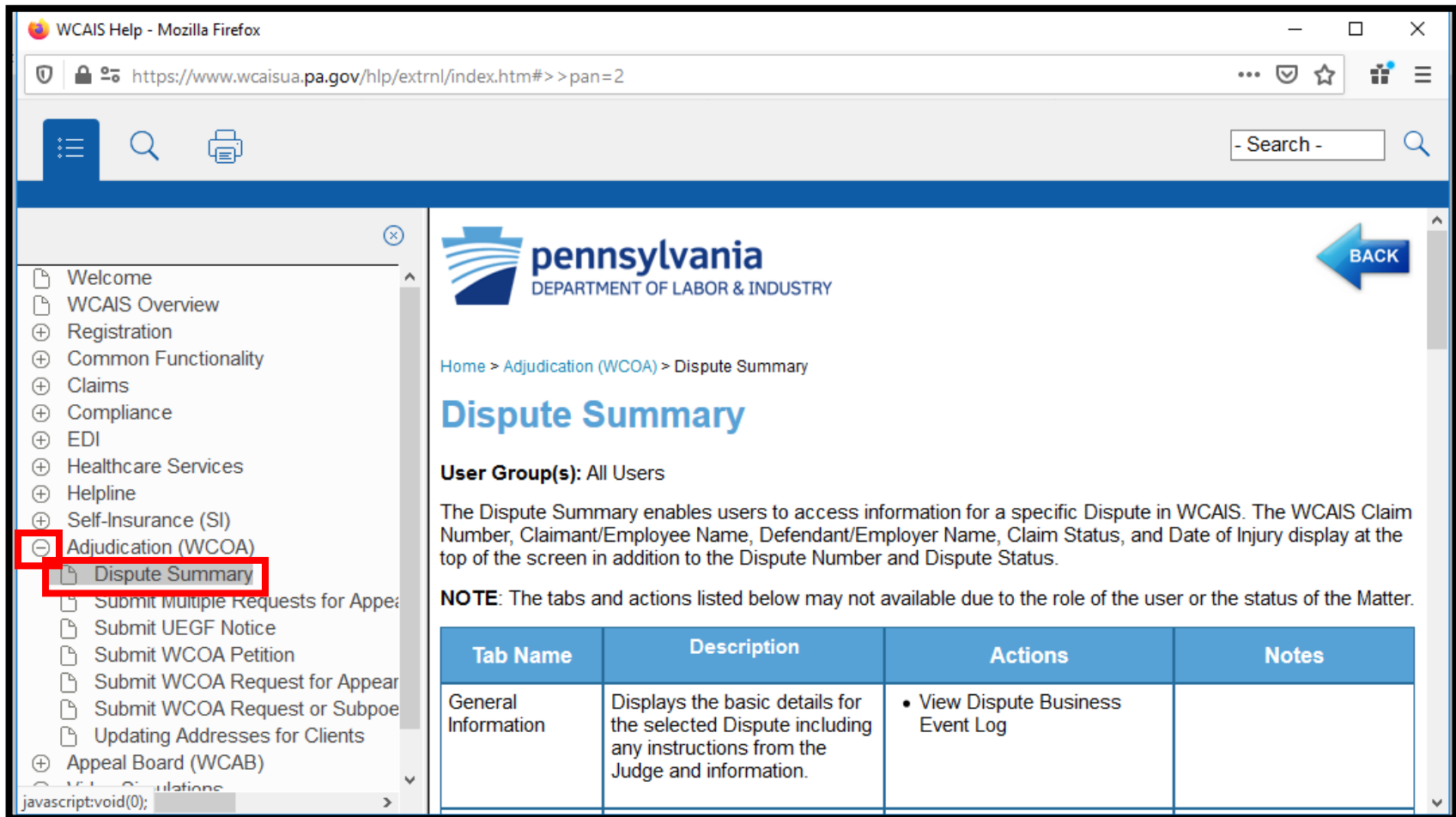
WCAIS is a web-based information system that supports electronic communication between the Bureau of Workers' Compensation (BWC), the Workers' Compensation Office of Adjudication (WCOA), the Workers' Compensation Appeal Board (WCAB), and the public.

This Online Help Center will help you to quickly and easily find information to improve your experience working in WCAIS. Browse the table of contents or perform a search to access the following types of online help:

- **Procedure-Based Help:** Summarizes the purpose of a specific procedure and may provide helpful hints or step-by-step instructions for areas that typically challenge users.
- **Video Simulations:** Show users how to execute specific business transactions in WCAIS (typically less than 3 minutes in length).
- **Previously Recorded Trainings:** Provides users with the ability to access video recordings of previous trainings that feature various topics and live system demonstrations for specific user groups (typically between 30 – 90 minutes in length).

Each online help topic will display a user group section at the top of the screen which will identify to which users the content is applicable. For example, the user groups for whom this welcome topic is applicable (e.g., All Users) display directly below the title of this page.

Click the + icon next to the topic to expand its contents and then click on a sub-topic to access the user guide.



WCAIS Help - Mozilla Firefox

https://www.wcaisua.pa.gov/hlp/extrnl/index.htm#>pan=2

Search

Home > Adjudication (WCOA) > Dispute Summary

Dispute Summary

User Group(s): All Users

The Dispute Summary enables users to access information for a specific Dispute in WCAIS. The WCAIS Claim Number, Claimant/Employee Name, Defendant/Employer Name, Claim Status, and Date of Injury display at the top of the screen in addition to the Dispute Number and Dispute Status.

NOTE: The tabs and actions listed below may not be available due to the role of the user or the status of the Matter.

Tab Name	Description	Actions	Notes
General Information	Displays the basic details for the selected Dispute including any instructions from the Judge and information.	<ul style="list-style-type: none">View Dispute Business Event Log	

If there's a simulation, there will be a link indicating such.

WCAIS Help - Mozilla Firefox

https://www.wcaisua.pa.gov/hlp/extrnl/index.htm#>pan=2

- Search -


The Petition Types that can be filed include by:

- Uploading a document
 - Occupational Disease Claim Petition (LIBC-396)
 - Claim Petition for Additional Compensation for Subsequent Injury Fund (LIBC-375)
- Entering Information into WCAIS
 - Claim Petition (LIBC-362)

The process begins from the WCAIS Home Page. The Claimant/Employee selects the Workers' Compensation Office of Adjudication tab in the middle of the screen.

- Select the File Petition Online link, and then press **OK** to confirm that you are a Claimant/Employee and are sure you want to file a Petition without logging in to WCAIS to select an existing Claim.
- From the File Petition screen, select the applicable Petition Type from the drop-down menu.
- Enter the answer to the Security Question.
- Press **Continue**.

WCAIS displays the appropriate screen specific to the Petition Type selected. Based on the Petition Type selected, the number of required fields and tabs will vary. All required fields on a tab must be completed before advancing to the next tab. Once the Petition is certified and submitted, WCAIS will display a confirmation message.

 **Select any of the links provided below to view a simulation about submitting WCOA Petitions.**

- [Submit WCOA Petition Simulation](#) (All Workers' Compensation Community Members)
- [Submit WCOA Petitions/Answers and File UEGF Notice Simulation](#) (Attorneys, Law Firm Users)

Last Updated: 09/22/2017

For additional assistance with this topic, please visit the Questions Repository within the Customer Service Center to browse previously answered questions or submit a question.

After clicking the simulation link, the YouTube simulation video will load. Click the **Play** icon to start the simulation.

The screenshot shows a web browser window titled "WCAIS Help - Mozilla Firefox" with the URL <https://www.wcaisua.pa.gov/hlp/extnrl/index.htm#>>pan=2>. The page has a blue header with a search bar and navigation icons. A left sidebar contains a tree menu with categories like "Common Functionality", "Claims", "Compliance", "EDI", "Healthcare Services", "Helpline", "Self-Insurance (SI)", "Adjudication (WCOA)", "Appeal Board (WCAB)", and "Video Simulations". The "Adjudication (WCOA)" section is expanded, showing sub-items like "Dispute Summary", "Submit Multiple Requests for Appearance", "Submit UEGF Notice", "Submit WCOA Petition", "Submit WCOA Request for Appearance", "Submit WCOA Request or Subpoena", "Updating Addresses for Clients", "Appeal Board (WCAB)", and "Video Simulations". The "Video Simulations" section is further expanded, showing "Adjudication (WCOA) Video Simulations", "Entry of Appearance & Withdrawal", "Submit and Track Requests on Appeal", "Submit WCOA Petition Simulation", "Submit WCOA Petitions/Answers", "Upload Document (Brief, Exhibit)", "Appeal Board (WCAB) Video Simulations", "Claims Video Simulations", "Common Functionality Video Simulations", and "Compliance Video Simulations". The "Submit WCOA Petition Simulation" link is highlighted. The main content area shows the breadcrumb "Home > Video Simulations > Adjudication (WCOA) Video Simulations > Submit WCOA Petition Simulation" and the title "Submit WCOA Petition Simulation". Below the title, it says "User Group(s): Workers' Compensation Community Members" and "This simulation provides an overview of the following processes:". A list of processes includes "Filing a Workers' Compensation Office of Adjudication (WCOA) Petition as a logged in WCAIS user" and "Filing a WCOA as a non-logged in WCAIS Claimant/Employee". A video player is embedded, showing a thumbnail for "Helpline Filing a Petition" with a play button. The video player interface includes "Watch later" and "Share" buttons. The video content shows a blue background with a scales of justice icon and text: "This concludes the Filing a WCOA Petition in WCAIS simulation. If you have further questions about this process, please refer to the Customer Service Center or call 1-800-762-2873 to access other useful resources and materials."

WCAIS Help - Mozilla Firefox
https://www.wcaisua.pa.gov/hlp/extnrl/index.htm#>>pan=2

Home > Video Simulations > Adjudication (WCOA) Video Simulations > Submit WCOA Petition Simulation

Submit WCOA Petition Simulation

User Group(s): Workers' Compensation Community Members

This simulation provides an overview of the following processes:

- Filing a Workers' Compensation Office of Adjudication (WCOA) Petition as a logged in WCAIS user
- Filing a WCOA as a non-logged in WCAIS Claimant/Employee

Helpline Filing a Petition

Watch later Share

This concludes the Filing a WCOA Petition in WCAIS simulation

If you have further questions about this process, please refer to the Customer Service Center or call 1-800-762-2873 to access other useful resources and materials.

Customer Service Center Home: Previously Recorded Trainings

After clicking the **Previously Recorded Trainings** link, the user can watch videos of previously delivered training sessions to learn about recent changes and enhancements made to WCAIS.

The screenshot displays the WCAIS Online Help Center interface. On the left is a navigation menu with a 'Welcome' link at the top, followed by a list of topics: WCAIS Overview, Registration, Common Functionality, Claims, Compliance, EDI, Healthcare Services, Helpline, Self-Insurance (SI), Adjudication (WCOA), Appeal Board (WCAB), Video Simulations, and 'Previously Recorded Trainings', which is highlighted with a red rectangular box. The main content area features the Pennsylvania Department of Labor & Industry logo and a breadcrumb trail 'Home > Welcome'. Below this is the heading 'Welcome to WCAIS Online Help!' and a section for 'User Group(s): All Users'. The text explains that WCAIS is a web-based information system supporting electronic communication between the Bureau of Workers' Compensation (BWC), the Workers' Compensation Office of Adjudication (WCOA), the Workers' Compensation Appeal Board (WCAB), and the public. It states that the Online Help Center will help users find information to improve their experience. A list of help topics follows: 'Procedure-Based Help' (summarizes purpose and provides hints), 'Video Simulations' (shows how to execute transactions, typically under 3 minutes), and 'Previously Recorded Trainings' (provides access to video recordings of previous trainings, typically 30-90 minutes). At the bottom, it notes that each topic will display a user group section at the top of the screen.

Navigation icons: menu, search, print

Search bar: - Search -

Navigation menu:

- Welcome
- WCAIS Overview
- Registration
- Common Functionality
- Claims
- Compliance
- EDI
- Healthcare Services
- Helpline
- Self-Insurance (SI)
- Adjudication (WCOA)
- Appeal Board (WCAB)
- Video Simulations
- Previously Recorded Trainings**

Logo: pennsylvania DEPARTMENT OF LABOR & INDUSTRY

Breadcrumb: Home > Welcome

Welcome to WCAIS Online Help!

User Group(s): All Users

WCAIS is a web-based information system that supports electronic communication between the Bureau of Workers' Compensation (BWC), the Workers' Compensation Office of Adjudication (WCOA), the Workers' Compensation Appeal Board (WCAB), and the public.

This Online Help Center will help you to quickly and easily find information to improve your experience working in WCAIS. Browse the table of contents or perform a search to access the following types of online help:

- **Procedure-Based Help:** Summarizes the purpose of a specific procedure and may provide helpful hints or step-by-step instructions for areas that typically challenge users.
- **Video Simulations:** Show users how to execute specific business transactions in WCAIS (typically less than 3 minutes in length).
- **Previously Recorded Trainings:** Provides users with the ability to access video recordings of previous trainings that feature various topics and live system demonstrations for specific user groups (typically between 30 – 90 minutes in length).

Each online help topic will display a user group section at the top of the screen which will identify to which users the content is applicable. For example, the user groups for whom this welcome topic is applicable (e.g., All Users) display directly below the title of this page.

BACK button

Click the + icon next to the topic to expand its contents and then click on a sub-topic to access the recording.

WCAIS Help - Mozilla Firefox

https://www.wcaisua.pa.gov/hlp/extrnl/index.htm#Welcome_to_Previously_Recorded_WCAIS_Trainings.htm

- Search -

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

Home > Previously Recorded Trainings > Welcome to Previously Recorded WCAIS Trainings

Welcome to Previously Recorded WCAIS Trainings!

User Group(s): All Users

The following section provides users with access to video recordings of previous trainings. These trainings feature various topics and live system demonstrations for specific user groups. Each video will range from 30 to 90 minutes in length. Previously recorded trainings are typically grouped by the date that the functionality was introduced or updated for the specified user group.

IMPORTANT NOTE: To quickly find and view applicable help content such including previously recorded trainings and simulations, press within this help window, enter a search topic, and select a topic from the search results returned.

Last Updated: 09/16/2016

For additional assistance with this topic, please visit the Questions Repository within the Customer Service Center to browse previously answered questions or submit a question.

- Welcome
- WCAIS Overview
- + Registration
- + Common Functionality
- + Claims
- + Compliance
- + EDI
- + Healthcare Services
- + Helpline
- + Self-Insurance (SI)
- + Adjudication (WCOA)
- + Appeal Board (WCAB)
- + Video Simulations
- Previously Recorded Trainings
 - Welcome to Previously Recorded WCAIS Trainings
 - + EDI
 - September 2016 Release Trainings**
 - WCAIS Release Enhancements Training

Select the [CLICK HERE](#) to view this previously recorded training video link.

WCAIS Help - Mozilla Firefox

https://www.wcaisua.pa.gov/hlp/extrnl/index.htm#Welcome_to_Previously_Recorded_WCAIS_Trainings.htm

Search

WCAIS Release Enhancements Training (September 2016)

Home > Previously Recorded Trainings > September 2016 Release Trainings > WCAIS Release Enhancements Training (September 2016)

WCAIS Release Enhancements Training (September 2016)

User Group(s): Workers' Compensation Community Members

The following previously recorded training provides information on the following items reviewed with Workers' Compensation Community Members on September 14, 2016, which include:

- Overview of EDI Forms Solution
- Customer Service Center & Training One-Stop Shop (TOSS) enhancements including online help and chat functionality
- Enhanced Search enhancements including workflow integration and updates to Search screens

CLICK HERE to view this previously recorded training video.

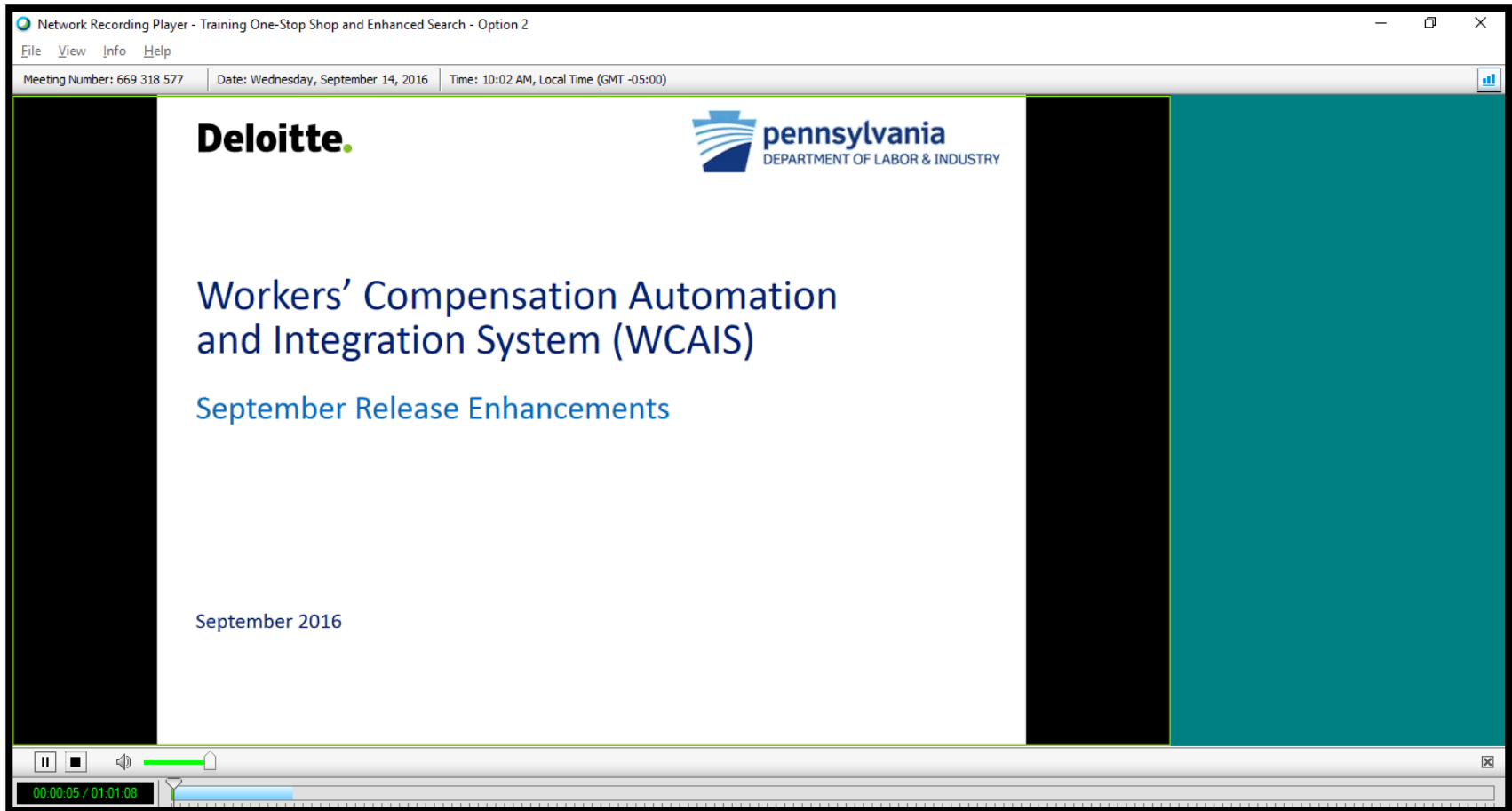
NOTE: When the window opens, press **Playback** to view the video in your Internet browser. If this is your first time accessing a previously recorded training video, you may be prompted to install a WebEx extension or add-on. Please refer to the instructions below, as needed.

- **Internet Explorer:** When prompted, install WebEx, allow the WebEx add-on, or select the Use Java link to view the video. The video will open in a Network Recording Player window.
- **Mozilla Firefox:** When prompted, press **Allow...** and then press **Allow Now...** to run ActiveTouch General Container which is required to run WebEx using this Internet browser. The video will open in a Network Recording Player window.
- **Google Chrome:** When prompted, press **Add WebEx to Chrome**, and then press **Add Extension** to add Cisco WebEx Extension. Next, open **Cisco_WebEx_Add-On.exe** and press **Run**. The video will open in a Network Recording Player window.

▶ Attorney Comprehensive WCAIS Survival Guide

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After clicking the link to view the recording, the Webex video will load and play.



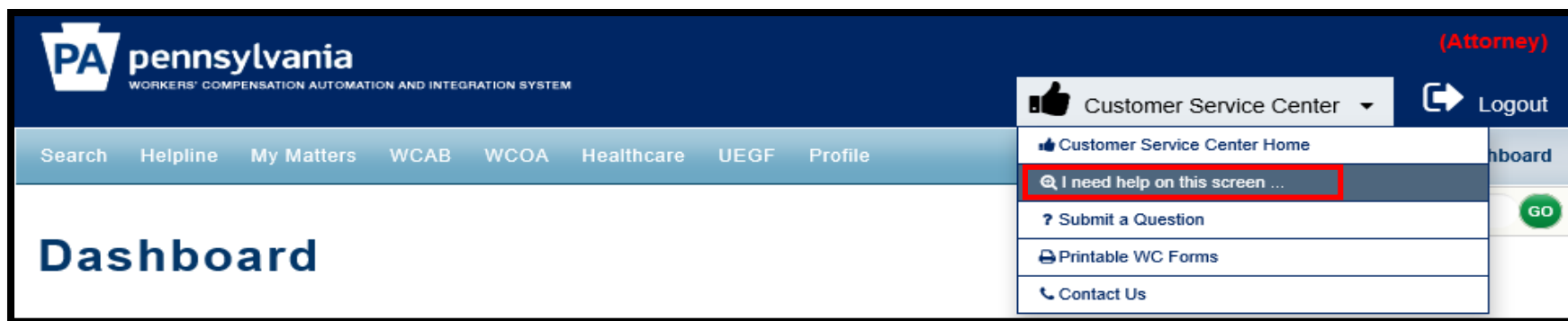
CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

I need help on this screen...

➤ Attorney Comprehensive WCAIS Survival Guide

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From any screen in WCAIS, the user can click **I need help on this screen** from the **Customer Service Center** dropdown.



A pop-up will appear which has more information regarding the page the user is on.

WCAIS Help - Mozilla Firefox

https://www.wcaisua.pa.gov/hlp/extrnl/index.htm#Submit_WCOA_Petition.htm

Search -

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

Home > Adjudication (WCOA) > Submit WCOA Petition

Submit WCOA Petition

User Group(s): Defendants/Employers, Claimants/Employees, Attorneys, Third Party Administrators (TPAs), Insurers

This online help topic describes the process an Interested Party (e.g., Attorney, Employer, etc.) follows to file a Workers' Compensation Office of Adjudication (WCOA) Petition.

NOTE: If you are not registered in WCAIS and are a Claimant/Employee, please scroll down to the Non-Logged In User section of this online help topic. If you are registered and logged into WCAIS, please start below with the Logged In User section of this online help topic.

Logged In User

Prior to the submittal process, the Interested Party has a Keystone ID and Password and is logged into WCAIS. At the conclusion of this process, a Petition is successfully submitted. Depending on the Petition Type, the Interested Party submits a Petition by either uploading a document or entering information into WCAIS.

The Petition Types that can be filed include by:

- Uploading a document
 - Claim Petition for Additional Compensation for Subsequent Injury Fund (LIBC-375)
 - Employee Challenge Petition (LIBC-751)
 - Fatal Claim Petition (LIBC-363)
 - Occupational Disease Claim Petition (LIBC-396)
 - Petition for Commutation (LIBC-34)

CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Submit a Question

The user may click the **Submit a Question** option from the **Customer Service Center** dropdown to ask a question to the WCOA Resource Center, BWC, or WCAB.

PA pennsylvania
WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM

(Attorney)

Customer Service Center ▾ Logout

Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile

Customer Service Center Home

I need help on this screen ...

? Submit a Question

Printable WC Forms

Contact Us

hboard

GO

File Petition

Required fields are indicated by *

When submitting a question:

Submit a Question

Required fields are indicated by *:

Question Details

Please fill out the following information to submit a question:

Category*:
SELECT

Sub-Category*:

Subject*:

Description*:

Be specific with the description

Spell Check

Choose the link below to add supporting documents:
[+ Show Documents](#)

Upload relevant documents

Choose the link below to add additional email recipients. Any email recipients added below will be sent a notification when the question is resolved.
[+ Show Additional Email Recipients](#)

Cancel Submit

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After including all relevant details, click **Submit**.

Question Details

Please fill out the following information to submit a question:

Category*: Adjudication (WCOA)

Sub-Category*: Answers

Subject*: How do I file an answer


Description*:


I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message.

Spell Check

Choose the link below to add supporting documents.

[- Hide Documents](#)

Document Description 	Submitted Date	Delete
Screenshots	07/27/2020	Delete

[Upload Document](#) 

Choose the link below to add additional email recipients. Any email recipients added below will be sent a notification when the question is resolved.

[+ Show Additional Email Recipients](#)

CancelSubmit

A success message with a **Question Reference Number** will appear.

Thank you for contacting the Workers' Compensation Automation and Integration System.
Please allow up to 2 business days for staff to respond to your question.

Question Reference Number: [HLP-202007271](#) (Click to view the latest status of your Question)

Additional Contact Information:

Help Desk:

800-482-2383 (Toll Free Inside PA)

717-772-4447 (Local and Outside PA)

Hours of Operation:

M-F 7:30 AM to 4:30 PM

Closed on Federal and State holidays

Continue

The question will appear in the Questions Repository.

[Close](#)

Search Questions Repository: [Search](#)

[Not finding an answer? Submit a Question](#)

[Click here to access printable Workers' Compensation Forms](#) [Keyword Search Tips](#)

▼ **My Questions**

4 results

☐ Show everything from my organization

Found 4 results. Showing 1 of 1 pages.

Reference Number ▼	Question Subject	Submitted Date	Status	Category	Sub-Category
HLP-202007271	How do I file an answer	2020-07-27	New	Adjudication (WCOA)	Answers

For more information on the Questions Repository, click [here](#).

When the WCOA Resource Center answers your question, the Status will change to **Complete**.

Close

Search Questions Repository:

Search

Not finding an answer?
[Submit a Question](#)

[Click here to access printable Workers' Compensation Forms](#) [Keyword Search Tips](#)

▼ My Questions 4 results

☐ Show everything from my organization

Found 4 results. Showing 1 of 1 pages.

Reference Number	Question Subject	Submitted Date	Status	Category	Sub-Category
HLP-202007271	How do I file an answer	2020-07-27	Complete	Adjudication (WCOA)	Answers

Clicking the link to the **Reference Number** will show the WCOA Resource Center's response:

Question Information

Question Reference #: HLP-202007271

Status: Complete

Request Date: 7/27/2020

Last Updated Date: 7/27/2020

Category: Adjudication (WCOA)

Sub-Category: Answers

Subject: How do I file an answer

Description: I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message.

Response: I can see from your screenshots that you have not yet selected a radio button next to the petition you wish to answer. You must do that on the Petitions and Answers tab first before selecting the button to Enter Answer. Please let us know if you need anything else.

Thank you,
WCOA Resource Center

CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Printable WC Forms

The user may click the **Printable WC Forms** option from the **Customer Service Center** dropdown to access the Workers' Compensation Forms page of the Workers' Compensation website.

PA pennsylvania
WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM

(Attorney)

Customer Service Center Logout

Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile

Customer Service Center Home
I need help on this screen ...
Submit a Question
Printable WC Forms
Contact Us

File Petition

Required fields are indicated by *

From this page, the user can scroll down to access the forms links.

DLI

Individuals Businesses About Us

Find a Job Find Services Individual Services Disability Services Employer Services Unemployment Publications

[DLI > Businesses > Workers' Compensation Services > Workers' Compensation > Claims Information > Workers' Compensation Automation and Integration System \(WCAIS\) > Workers' Compensation Forms](#)

Workers' Compensation Forms

Resources:

[WCAIS](#)

The workers' compensation process involves filing and managing claims. For more information, see the FAQs and detailed online help section.

use date. Until further determination has been communicated, the bureau will continue to accept the pre-WCAIS and post-WCAIS version of a form that requires the claimant's signature, such as agreements and supplemental agreements. **Note that this applies only to BWC forms. The most recent revised WCOA forms, as available on the spreadsheet, must still be submitted.** Please also note that BWC forms will only be returned if there is no EDI transaction filed to establish a claim. Thank you for your attention concerning this matter.

[BWC Forms](#)
[WCOA Forms](#)
[WCAB Appeal Form](#)

NOTE: LIBC-510 and LIBC-662 can now only be filed by completing the appropriate screens in WCAIS. Paper forms are no longer available. It is not required that the forms for these be sent to claimants.

WC Forms Submission

Reminders

CUSTOMER SERVICE CENTER FROM THE DASHBOARD:

Contact Us

The **Contact Us** option from the **Customer Service Center** dropdown has a button to **Ask a Question** and the BWC Helpline contact information.

The screenshot displays the WCAIS Customer Service Center interface. At the top, a dark blue header contains the system name and a navigation bar with links: Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, and Profile. On the right, there is a 'Customer Service Center' dropdown menu and a 'Logout' button. The dropdown menu is open, showing options: 'Customer Service Center Home', 'I need help on this screen ...', 'Submit a Question', 'Printable WC Forms', and 'Contact Us' (which is highlighted with a red box). Below the header, the main content area is titled 'Contact Us' and asks, 'Do you have a WCAIS or a workers' compensation-related question?'. It features two primary options: 'Submit a Question' (with a folder icon containing a question mark) and 'Call the Help Desk' (with a headset icon). The 'Submit a Question' section includes the text 'Ask a Question and track your answer in the Questions Repository.' and a green 'Ask a Question' button (highlighted with a red box). The 'Call the Help Desk' section includes the text 'Toll Free Inside PA: 800-482-2383', 'Local and Outside PA: 717-772-4447', and 'M-F 7:30 AM to 4:30 PM' (all highlighted with a red box).

Customer Service Center ▾ Logout

Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile

Contact Us

Do you have a WCAIS or a workers' compensation-related question?

Submit a Question

Ask a Question and track your answer in the Questions Repository.

Call the Help Desk

Toll Free Inside PA: 800-482-2383
Local and Outside PA: 717-772-4447
M-F 7:30 AM to 4:30 PM

Ask a Question

Customer Service Center Home
I need help on this screen ...
Submit a Question
Printable WC Forms
Contact Us

After clicking the **Ask a Question** button the user can complete the Submit a Question form:

Submit a Question

Required fields are indicated by *:

Question Details

Please fill out the following information to submit a question:

Category*: Choose adjudication if in litigation

Sub-Category*:

Subject*:

Description*:
 Be specific with the description

Choose the link below to add supporting documents:

[+ Show Documents](#) Upload relevant documents

Choose the link below to add additional email recipients. Any email recipients added below will be sent a notification when the question is resolved.

[+ Show Additional Email Recipients](#)

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After including all relevant details, click **Submit**.

Question Details

Please fill out the following information to submit a question:

Category*: Adjudication (WCOA)

Sub-Category*: Answers

Subject*: How do I file an answer


Description*:


I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message.

Spell Check

Choose the link below to add supporting documents.

[- Hide Documents](#)

Document Description 	Submitted Date	Delete
Screenshots	07/27/2020	Delete

[Upload Document](#) 

Choose the link below to add additional email recipients. Any email recipients added below will be sent a notification when the question is resolved.

[+ Show Additional Email Recipients](#)

Cancel

Submit

A success message with a **Question Reference Number** will appear.

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Question Reference Number: [HLP-202007271](#) (Click to view the latest status of your Question)

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717-772-4447 (Local and Outside PA)

Hours of Operation:

M-F 7:30 AM to 4:30 PM

Closed on Federal and State holidays

Continue

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The question will appear in the Questions Repository.

[Close](#)

Search Questions Repository:

Previously Answered Questions, FAQs, How-To Guides, etc.

Search

Not finding an answer?
[Submit a Question](#)

[Click here to access printable Workers' Compensation Forms](#)

[Keyword Search Tips](#)

▼ My Questions

4 results

☐ Show everything from my organization

Found 4 results. Showing 1 of 1 pages.

Reference Number ▼	Question Subject	Submitted Date	Status	Category	Sub-Category
HLP-202007271	How do I file an answer	2020-07-27	New	Adjudication (WCOA)	Answers

For more information on the Questions Repository, click [here](#).

When the WCOA Resource Center answers your question, the Status will change to **Complete**.

[Close](#)

Search Questions Repository:

[Not finding an answer? Submit a Question](#)

[Click here to access printable Workers' Compensation Forms](#) [Keyword Search Tips](#)

▼ **My Questions**

4 results

☐ Show everything from my organization

Found 4 results. Showing 1 of 1 pages.

Reference Number ▼	Question Subject	Submitted Date	Status	Category	Sub-Category
HLP-202007271	How do I file an answer	2020-07-27	Complete	Adjudication (WCOA)	Answers

Clicking the link to the **Reference Number** will show the WCOA Resource Center's response:

Question Information

Question Reference #: HLP-202007271

Status: Complete

Request Date: 7/27/2020

Last Updated Date: 7/27/2020

Category: Adjudication (WCOA)

Sub-Category: Answers

Subject: How do I file an answer

Description: I'm trying to file an answer on DSP-123456-7 and I'm getting an error message that says, "this is the error message text I am receiving." Attached is a screenshot of this error message and the steps I've taken which led up to the error message.

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Thank you,
WCOA Resource Center



THE END